Army Field Manual (FM) Format

Format is a publication's general makeup—the order in which components appear in a book and the way that the various elements appear on a page. In addition to the prescribed order, format consists of page design, typography, and spacing. The specifications and illustrations that follow will assist preparers of doctrine in applying the one-column format required for all Army $8^{1}/_{2}$ x 11 FMs.

ORDER

1-1. A book consists of four major components: the cover, the front matter, the body, and the back matter. The makeup of these components and the order in which they are presented are discussed in the specifications. Required for the front matter of FMs are the title page, the table of contents, and the preface. The table of contents begins on the title page and the preface follows. If included, the introduction follows the preface and the foreword appears on the inside front cover. The order of the back matter is: the appendixes, the glossary, the bibliography, and the index.

PAGE DESIGN

1-2. Page design is the visual layout of the pages that make up a book. The two-page layout illustrated in Figure 1-1 is used throughout an FM.
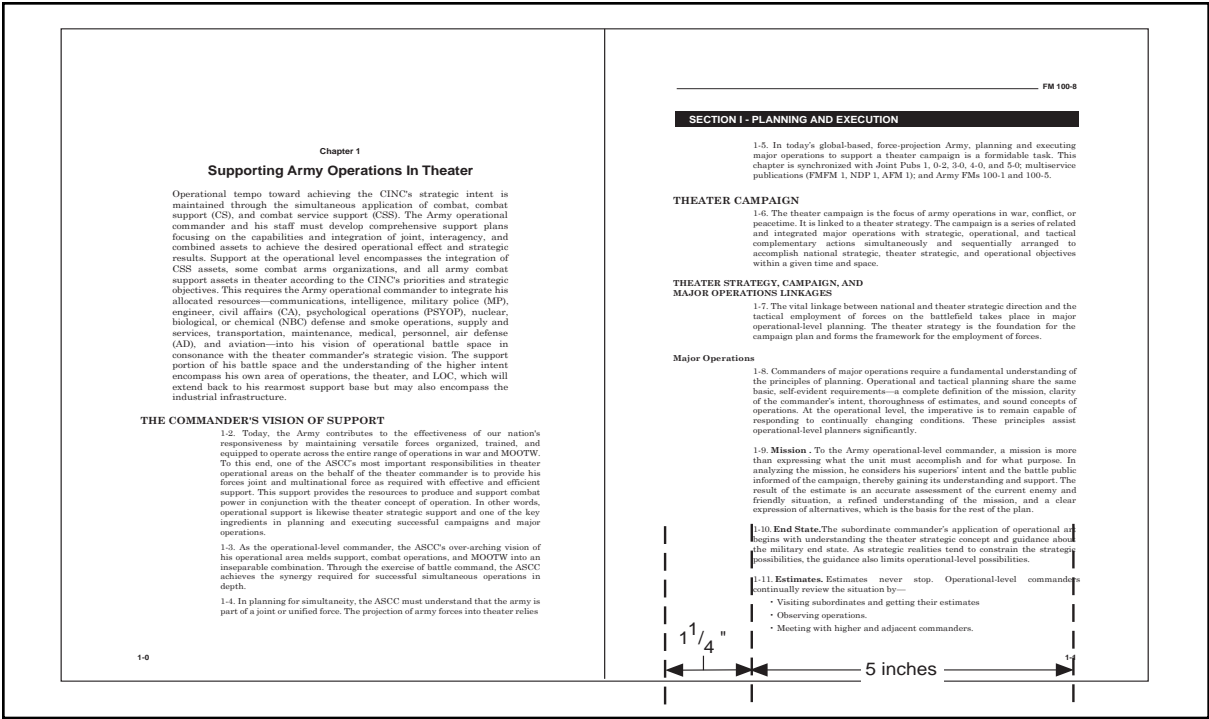

Figure 1-1. The Two-Page Layout

1-3. Although they appear to be different from one another, the front matter, the body, and the back matter all use one basic grid—see Figure 1-2—which provides uniformity throughout the FM. That grid determines the margins at the top, the bottom, the outside edge, and the inside, or gutter edge, of each page, as well as the location of the printing area, the running heads, and the page numbers.

TYPOGRAPHY

1-4. Typography is the arrangement or appearance of typeset matter. To present doctrine in a way that makes it easy to read—whether in print or on a screen—preparers must use appropriate styles and sizes of type.

SPACING

1-5. Spacing binds elements of type together, such as the lines of a heading or a paragraph. It also separates a heading or a paragraph from the ensuing body copy. A standard for the space between lines of type is 2 points larger than the type size used. For example, if body copy is 10 points, line spacing would be 12 points: 10+2=12. Other spacing separates the elements of a book and varies depending on how it is used. In the following specifications, spacing is designated in points to conform with the paragraph dialogue windows of word processing programs.
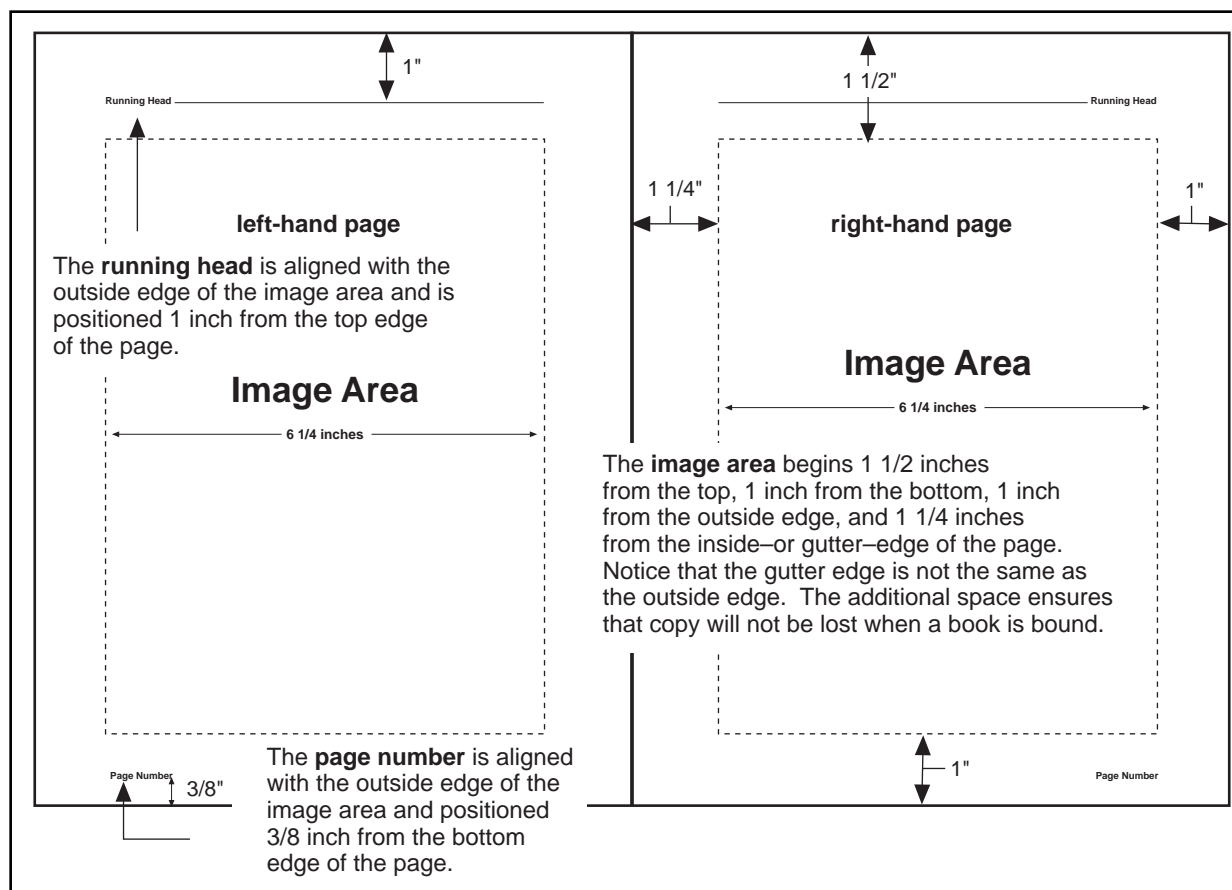
Figure 1-2. The Underlying Grid for a Two-Page Layout

SPECIFICATIONS

1-6. Specifications for page design and typography are provided to standardize the FM format, and that standardized format will be incorporated into the Army Systems Approach to Training (ASAT) doctrine module. If specified typefaces are unavailable, similar ones may be substituted. Although spacing between elements is also specified, modifications may be made as necessary to accommodate graphics, align copy on pages, keep headings and body copy together, control widows and orphans, and achieve an overall professional publication appearance.

COVER

1-7. The cover must contain the month and year of publication, the FM number and title, the distribution restriction statement, *Headquarters, Department of the Army*, and, if applicable, the classification, classification authority, downgrading instructions, and warning and destruction notices. The camouflage cover—see Figure 1-3 for an example—shows all information inside a $3\,^{7}/_{8}$- by $4\,^{5}/_{8}$-inch box. The space after each item will differ depending on the length of the book title or length of the distribution restriction statement. Include on the spine the FM number, title, and year of publication.
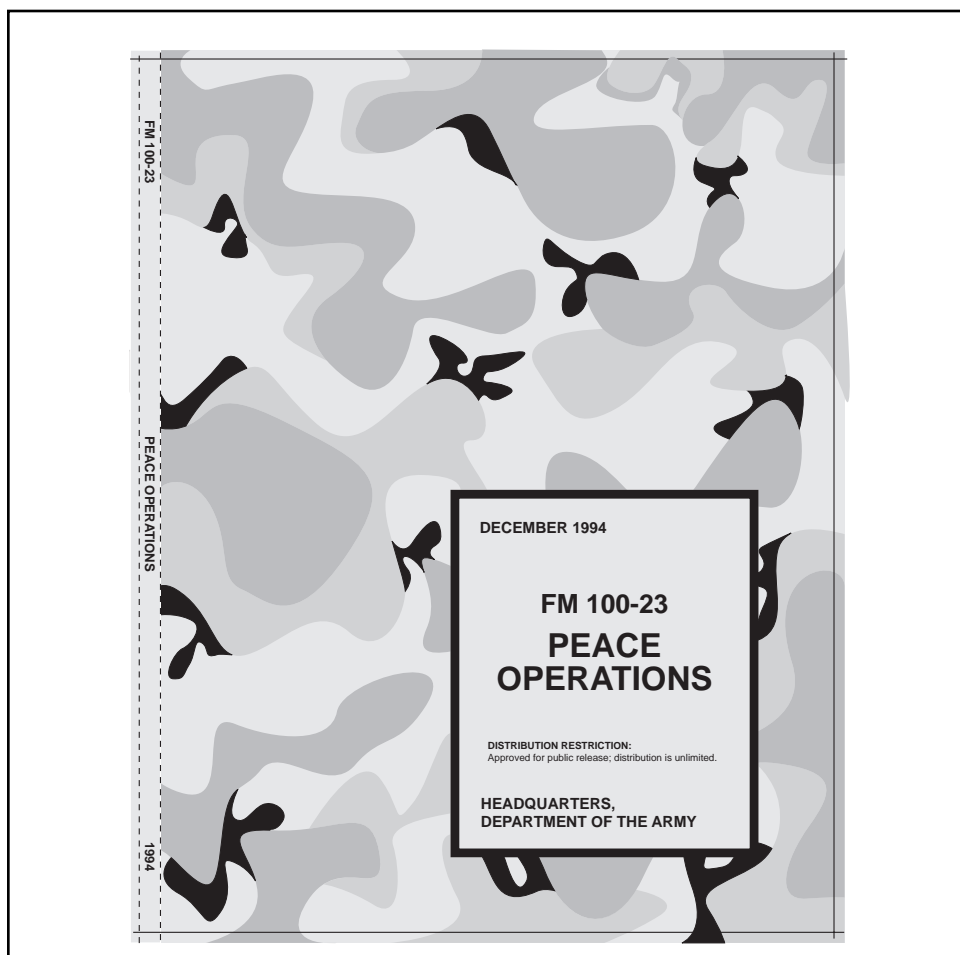

DECEMBER 1994

FM 100-23

PEACE OPERATIONS

DISTRIBUTION RESTRICTION:
Approved for public release; distribution is unlimited.

HEADQUARTERS,
DEPARTMENT OF THE ARMY

Figure 1-3. An FM Cover

RUNNING HEADS AND PAGE NUMBERS

1-8. Running heads with ruled lines and page numbers appear on both right- and left-hand pages. The standard running head includes the FM number on the left-hand page and may include the FM number or the book, chapter, or section title, or some other appropriate information on the right-hand page. The running head is followed by an 0.5-point ruled line on left-hand pages and preceded by the same line on right-hand pages (see Figure 1-1). Page numbers—refer to specifications—appear on the left of left-hand pages and on the right of right-hand pages. Both running heads and page numbers are 9-point Helvetica bold. Initial cap running heads and position them as shown in Figure 1-2.

FRONT MATTER

1-9. The front matter consists of the foreword, the title page, the table of contents, the preface, and the introduction. Only the title page with the table of contents and the preface are mandatory. Beginning with the title page, number the pages of the front matter with lowercase Roman numerals. Do not use running heads or ruled lines on the first pages of these elements.

Foreword

1-10. A foreword—see Figure 1-4—is optional and never exceeds one page, including the signature block. Place the foreword inside the front cover with
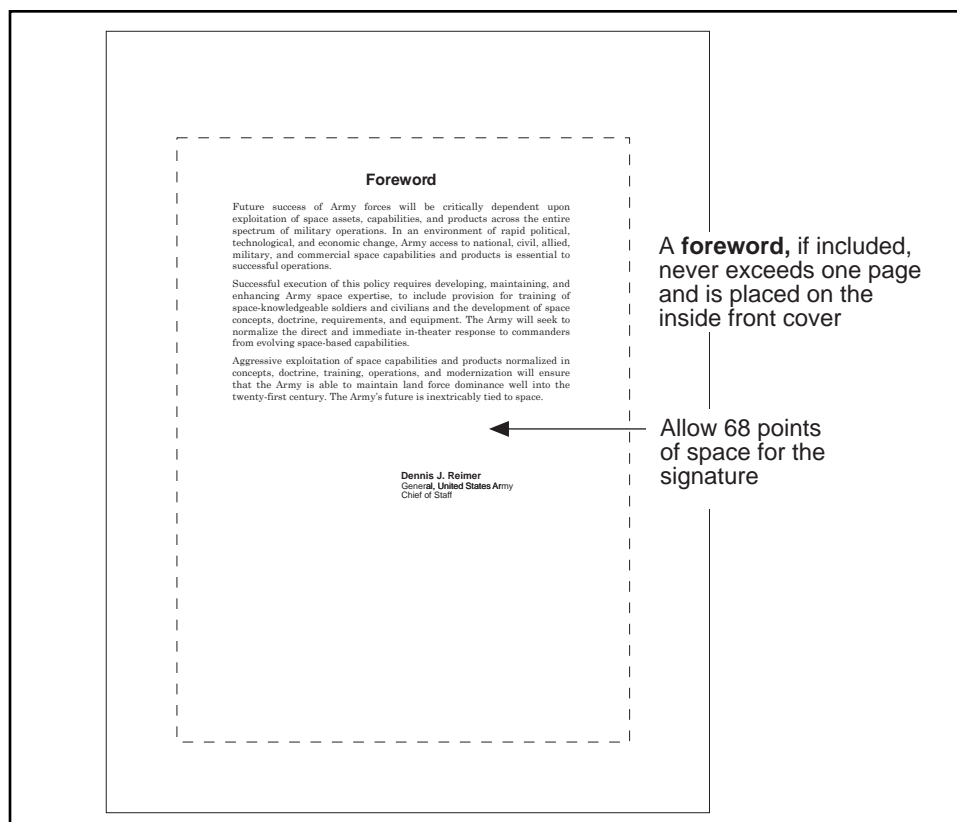

Figure 1-4. The Foreword

the title 2 inches from the top of the page. Center body copy inside the image area, 12 points below the title. Do not number the page or the paragraphs. Other specifications follow:

1-11. **Title.** 16-point Helvetica bold, centered, initial caps, 18-point line spacing, followed by 12 points of space.

1-12. **Body Copy.** 10-point Century Schoolbook, justified, with no indent, 12-point line spacing, $5^1/_4$-inch line length. Except for the last, follow paragraphs with 6 points of space.

1-13. **Signature Block.** Begin each line of the signature block at the center of the image area, 68 points below the last line of the body copy.
- **Signer's name.** 10-point Helvetica bold, all caps, 12-point line spacing, with no additional space after return.
- **Signer's rank and service.** 9-point Helvetica, initial caps, 11-point line spacing, with no additional space after return.
- **Signer's title.** 9-point Helvetica, initial caps, 11-point line spacing, with no additional space after return.

Title Page

1-14. Begin the title page on the first right-hand page of the book. As shown in Figure 1-5, include the publication number, the appropriate heading and publication date, the book title, the distribution restriction statement, the
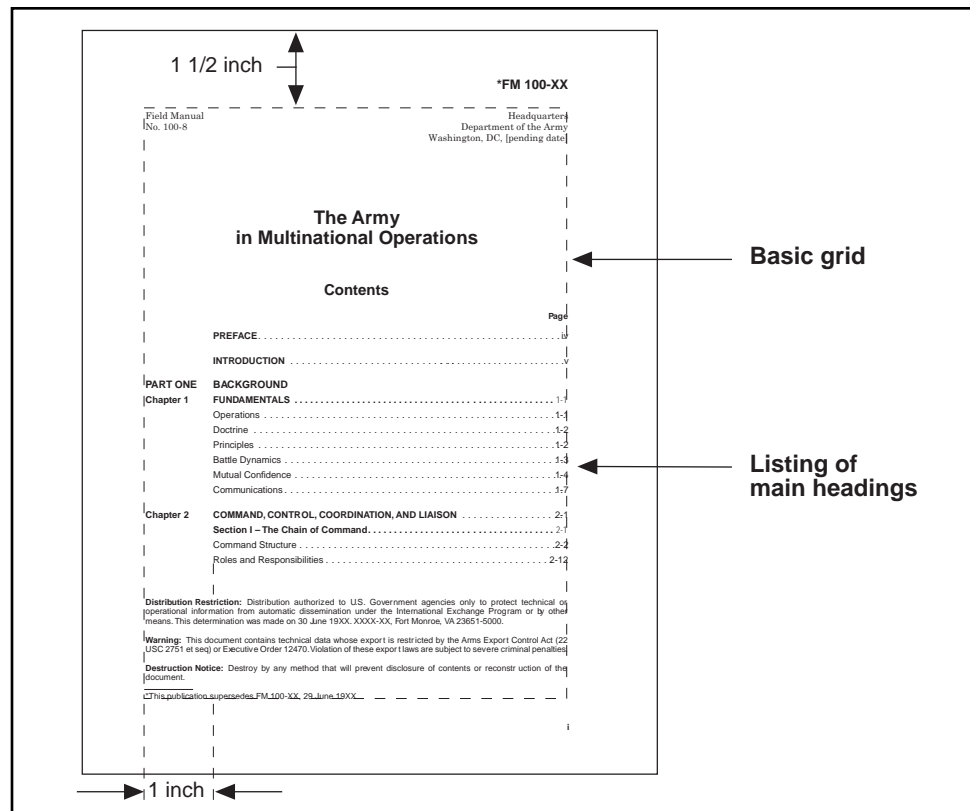

Figure 1-5. The Title Page

warning and/or destruction notices, and the classification information required on the cover, as well as applicable statements such as the supersession statement (see TRADOC Reg 25-30). Also include the table of contents. If the publication is a supersession, place an asterisk before the publication number in the top right corner and a supersession statement as the last item on the page. Include the publication number and date of each superseded publication. If the FM supersedes only parts of a publication, cite the chapter(s), section(s), or page(s) it supersedes, but not a specific topic. Type and space specifications follow:

1-15. **FM Number.** 14-point Helvetica bold, flush right, all caps, followed by 18 points of space.

1-16. *Field Manual* **and Number.** 10-point Century Schoolbook, flush left, initial caps, 12-point line spacing, top line aligned with *Headquarters*.

1-17. *Headquarters, Department of the Army***, and Date.** 10-point Century Schoolbook, flush right, initial caps, 12-point line spacing, followed by an appropriate amount of space. To ensure adequate space for the publication date, insert *[pending date]* after *Washington, D.C.* ATSC will insert the *actual* publication date when they process the manual for printing.

1-18. **Book Title.** 20-point Helvetica bold, centered, either all caps if the title is brief or initial caps if it is not, 22-point line spacing, followed by an appropriate amount of space.

1-19. **Table of Contents**. Make the heading *Contents* and limit the listing to parts, chapters, sections, and main paragraphs. Specifications follow:
- **Heading**. 16-point Helvetica bold, centered, initial cap, 18-point line spacing.
- **Heading for page numbers.** Begin the heading *Page* 6 points below the heading *Contents*. Place it flush right in 9-point Helvetica bold, initial cap, 11-point line spacing, followed by 10 points of space.
- **Preface and introduction.** List the preface and introduction before listing Chapter 1. Use 10-point Helvetica bold, indented 1 inch from the basic grid, initial cap, 12-point line spacing, followed by 14 points of space.
- **Part numbers and titles.** 11-point Helvetica bold, flush left, all caps, 12 point line spacing, followed by 4 points of space.
- **Chapter numbers.** 10-point Helvetica bold, flush left, initial caps, 12-point line spacing, aligned with the chapter title.
- **Chapter titles.** 10-point Helvetica bold, indented 1 inch from the basic grid, all caps, 12-point line spacing. Separate the chapter number and title from the paragraph headings with 4 points of space.
- **Section numbers and titles.** 10-point Helvetica bold, indented 1 inch from the basic grid, initial caps, followed by 4 points of space. Separate the roman numeral from the title with a dash preceded and followed by one space.

- **Main paragraph headings.** 10-point Helvetica with a 1-inch left indent, initial caps, 12-point line spacing, followed by 4 points of space; when a chapter title follows, add 14 points of space.
- **Page numbers.** 10-point Helvetica, with dot leaders tabbed flush right to the heading *Page*.

1-20. **Distribution Restriction.** 9-point Helvetica bold heading, with 9-point Helvetica body copy, justified on a $6^1/_4$-inch line length with 10-point line spacing and separated from the table of contents with an appropriate amount of space.

1-21. **Warning Notice**. 9-point Helvetica bold heading, with 9-point Helvetica body copy, justified on a $6^1/_4$-inch line length with 10-point line spacing. The warning notice follows the distribution restriction statement. Separate them with 10 points of space.

1-22. **Destruction Notice.** 9-point Helvetica bold heading, with 9-point Helvetica body copy, justified on a $6^1/_4$-inch line length with 10-point line spacing. The destruction notice follows the warning notice or, if no warning notice, the distribution restriction statement. Separate it from the preceding statement with 10 points of space.

1-23. **Supersession Statement**. 9-point Helvetica with a short ruled line above the statement. The supersession statement—always the last statement on the title page—is positioned flush left at the bottom of the page.

1-24. **Classification.** If the book is classified, consult the local security manager for guidance.

Continuation of the Table of Contents

1-25. Continue the table of contents on succeeding pages, as needed, following the title page. Begin the running head and ruled line on the first continuation page.

Preface and Introduction

1-26. The preface, which is mandatory, and the introduction, which is optional, begin on separate pages following the table of contents. As shown in Figure 1-6, place their titles 2 inches from the top of the first page and center body copy inside the image area. On subsequent pages, include a running head with a ruled line and begin body copy at the top of the image area. Do not number paragraphs. Other specifications follow:

- **Titles.** 16-point Helvetica bold, centered, initial cap, 18-point line spacing, followed by 12 points of space.
- **Body copy.** 10-point Century Schoolbook, justified, with no indent, $5^1/_4$-inch line length, 12-point line spacing. Follow each paragraph with 6 points of space.
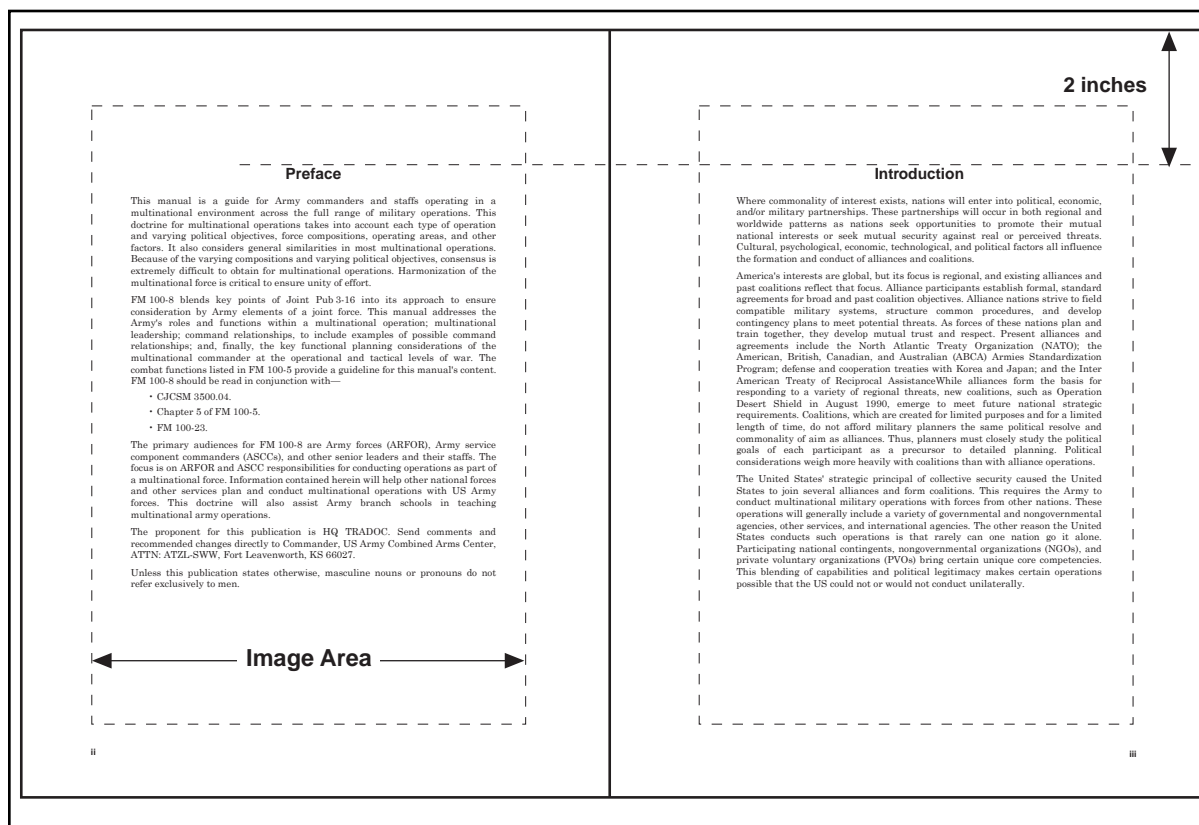
Figure 1-6. The Preface and the Introduction

BODY

1-27. The body of a book consists of parts, chapters, sections, paragraphs, bulleted items, quotations, special segments, and/or graphics. Its design includes start pages and continuation pages numbered with two-part Arabic page numbers. Figure 1-7 shows two start pages: one of an FM organized using parts and one organized into chapters only.

Parts

1-28. Use words to number parts: *Part One, Part Two.* Other specifications follow:

- **Part number.** 12-point Helvetica bold, centered, all caps, 14-point line spacing, followed by 7 points of space.
- **Part title.** 19-point Helvetica bold, centered, initial caps, with articles, conjunctions, and prepositions in lower case, 21-point line spacing, followed by 12 points of space.
- **Part introduction.** 11-point Helvetica, justified, indented right and left $^1/_4$ inch from the basic grid, 13-point line spacing, with 7 points of space between paragraphs. Following the last paragraph, add a 1-point ruled line the width of the grid, separated from the introduction by 20 points and followed by 36 points of space. Do not number the paragraphs of the part introduction.

Indent **part introductions** 1/4 inch from both the right and left of the basic grid.

2 inches

1/4 inch

PART ONE
Background

Commanders employ forces within the three states (peacetime, conflict, and war) of the theater strategic environment. Army commanders, particularly at the operational level, operate with other services, government agencies, United Nations (UN) agencies, nongovernmental organizations (NGOs), private voluntary organizations (PVOs), and multinational partners. These unified operations—joint, multinational, and interagency efforts—require a thorough understanding of Army capabilities as they contribute to the unified structure. Combatant commands and theaters form the unified structure for this organizational environment. A combatant command is one of the unified or specified commands established by the President.

To discuss the US Army in theater operations at the operational level of war, that strategic environment and how the application of those fundamentals affects Army operations. Chapter 1 discusses planning and execution of major operations, operational art, operations in war, and military operations other than war (MOOTW). Chapter 2 describes the national and theater strategic environments and provides a means to assess Army operations at the operational level. Chapter 3 examines how the commander in chief (CINC) and the Army service component comman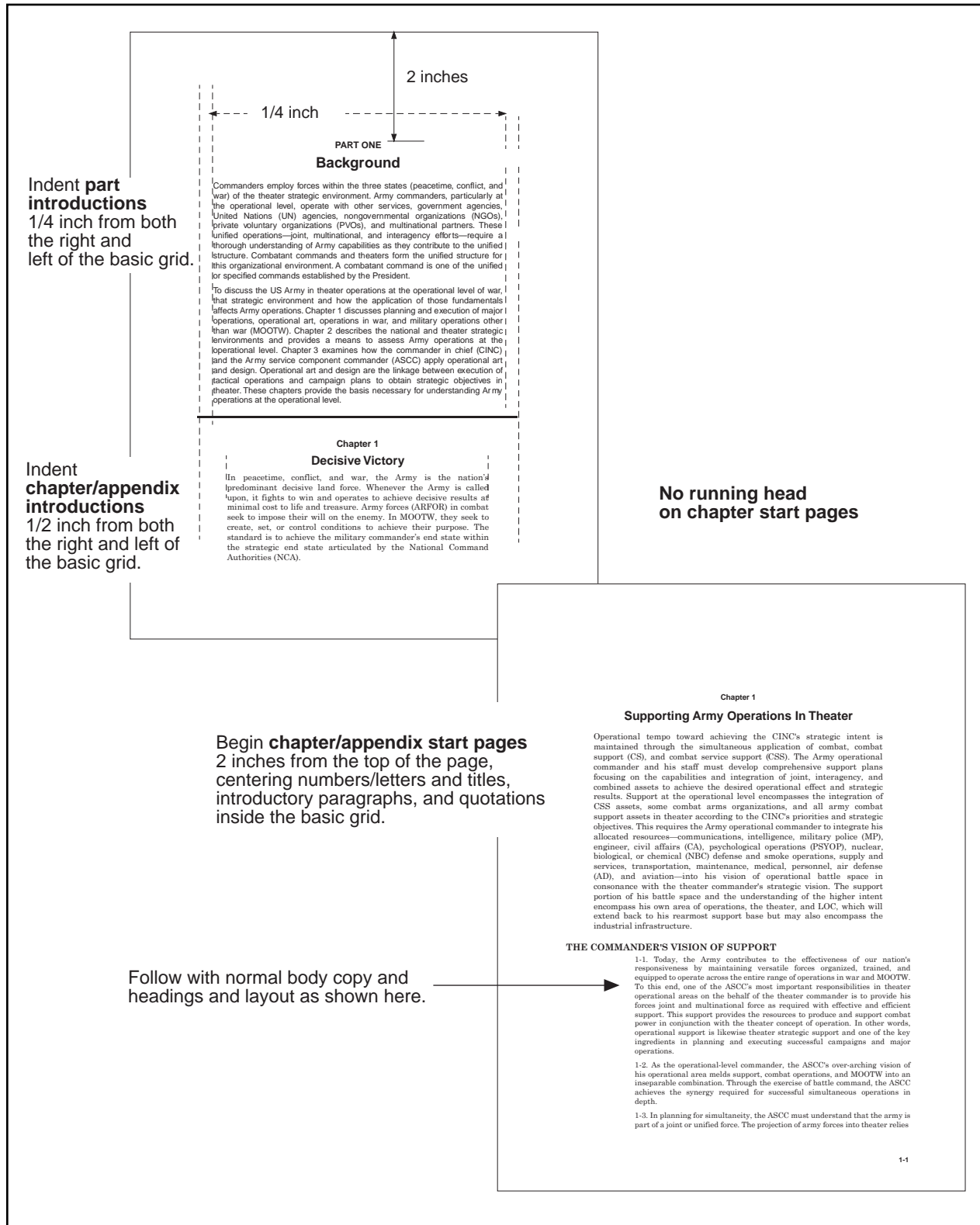der (ASCC) apply operational art and design. Operational art and design are the linkage between execution of tactical operations and campaign plans to obtain strategic objectives in theater. These chapters provide the basis necessary for understanding Army operations at the operational level.

Chapter 1
Decisive Victory

In peacetime, conflict, and war, the Army is the nation's predominant decisive land force. Whenever the Army is called upon, it fights to win and operates to achieve decisive results at minimal cost to life and treasure. Army forces (ARFOR) in combat seek to impose their will on the enemy. In MOOTW, they seek to create, set, or control conditions to achieve their purpose. The standard is to achieve the military commander's end state within the strategic end state articulated by the National Command Authorities (NCA).

Indent **chapter/appendix introductions** 1/2 inch from both the right and left of the basic grid.

No running head on chapter start pages

Begin **chapter/appendix start pages** 2 inches from the top of the page, centering numbers/letters and titles, introductory paragraphs, and quotations inside the basic grid.

Chapter 1
Supporting Army Operations In Theater

Operational tempo toward achieving the CINC's strategic intent is maintained through the simultaneous application of combat, combat support (CS), and combat service support (CSS). The Army operational commander and his staff must develop comprehensive support plans focusing on the capabilities and integration of joint, interagency, and combined assets to achieve the desired operational effect and strategic results. Support at the operational level encompasses the integration of CSS assets, some combat arms organizations, and all army combat support assets in theater according to the CINC's priorities and strategic objectives. This requires the Army operational commander to integrate his allocated resources—communications, intelligence, military police (MP), engineer, civil affairs (CA), psychological operations (PSYOP), nuclear, biological, or chemical (NBC) defense and smoke operations, supply and services, transportation, maintenance, medical, personnel, air defense (AD), and aviation—into his vision of operational battle space in consonance with the theater commander's strategic vision. The support portion of his battle space and the understanding of the higher intent encompass his own area of operations, the theater, and LOC, which will extend back to his rearmost support base but may also encompass the industrial infrastructure.

THE COMMANDER'S VISION OF SUPPORT

1-1. Today, the Army contributes to the effectiveness of our nation's responsiveness by maintaining versatile forces organized, trained, and equipped to operate across the entire range of operations in war and MOOTW. To this end, one of the ASCC's most important responsibilities in theater operational areas on the behalf of the theater commander is to provide his forces joint and multinational force as required with effective and efficient support. This support provides the resources to produce and support combat power in conjunction with the theater concept of operation. In other words, operational support is likewise theater strategic support and one of the key ingredients in planning and executing successful campaigns and major operations.

1-2. As the operational-level commander, the ASCC's over-arching vision of his operational area melds support, combat operations, and MOOTW into an inseparable combination. Through the exercise of battle command, the ASCC achieves the synergy required for successful simultaneous operations in depth.

1-3. In planning for simultaneity, the ASCC must understand that the army is part of a joint or unified force. The projection of army forces into theater relies

1-1

Follow with normal body copy and headings and layout as shown here.

Figure 1-7. Start Pages

Chapters

1-29. Number chapters using Arabic numbers: *Chapter 1, Chapter 2.* Number the pages of chapters that start on left-hand pages 1-0, 2-0, 3-0, and so on. Other specifications follow:

- **Chapter number.** 12-point Helvetica bold, centered, initial caps, 14-point line spacing, followed by 10 points of space.
- **Chapter title.** 16-point Helvetica bold, centered, initial caps, with articles, conjunctions, and prepositions in lower case, 18-point line spacing, followed by 12 points of space.
- **Chapter introduction.** 11-point Century Schoolbook, justified, indented right and left $^1/_2$ inch from the basic grid, 13-point line spacing, followed by 24 points of space. Limit chapter introductions to one paragraph. Do not number the paragraph introducing the chapters.

Sections

1-30. Number sections with Roman numerals: *Section I, Section II,* and follow with a dash preceded and followed by one space and the title. Other specifications follow:

- **Section number and title.** 12-point Helvetica bold, all caps, color reversed, flush left in a black box, 14-point line spacing, followed by 18 points of space.
- **Section introduction.** Treat section introductions the same as body copy, including numbered paragraphs. See paragraph 1-34.

Paragraphs

1-31. **Headings**. With the exception of 3d subparagraphs, headings appear flush left. Other specifications follow:

- **Main headings.** 12-point Century Schoolbook bold, all caps, 14-point line spacing, followed by 2 points of space. Do not number the paragraphs of the part introduction.
- **1st subparagraph headings.** 10-point Century Schoolbook bold, all caps, 12-point line spacing, followed by 4 points of space.
- **2d subparagraph headings.** 10-point Century Schoolbook bold, initial caps, with articles, conjunctions, and prepositions in lower case, 12-point line spacing, followed by 4 points of space.
- **3d subparagraph headings.** 10-point Century Schoolbook bold, initial caps, run-in with the text and ending with a period, 12-point line spacing. Paragraph numbers immediately precede 3d subparagraph headings.

1-32. **Numbering**. Except for part and chapter introductions, all paragraphs are numbered as shown in this format, using two-part paragraph numbers followed by a period and one space. Headings are not numbered, nor are subordinate paragraph designations used such as letters (a, b, c) or parentheses: (1), (2), (3).

1-33. **Body Copy.** Body copy is one 5-inch-wide justified column indented from the left $1^1/_4$ inch. Add only one space after colons and periods. Use

10-point Century Schoolbook with 12-point line spacing, followed by 6 points of space. However, if the next item is a—

- Main paragraph *heading*, follow with 16 points of space.
- 1st, 2d, or 3d subparagraph *heading*, follow with 12 points of space.
- Graphic, follow with 12 points of space.
- Table, follow with 12 points of space.

Bulleted Items

1-34. Do not go beyond two levels of bullets. Make first-level bullets round and second-level bullets square, ensuring that they are no larger than the first level. Note in Figure 1-8 that the continuation of a paragraph that contains bullets is not numbered when it follows the bulleted items. Figure 1-8 also illustrates that bullets "hang out" from the copy. Separate the first bullet from the paragraph preceding it with 2 points of space. Use 10-point Century Schoolbook indented $^1/_4$ inch from body copy with 12-point line spacing. Align second and succeeding lines with the first letter of the first word. Except for the last, follow each bulleted item with 2 points of space. Depending on what follows the last item, add spacing specified in paragraph 1-34. If bulleted items include headings, initial cap only the first word to distinguish them from 3d subparagraph headings.

Figure 1-8. Bulleted Items

Quotations and Attributions

1-35. Wherever they appear, make epigraphs and other quotations that are separate from the body copy 10-point Schoolbook italic, justified, with 12-point line spacing, followed by 4 points of space. Indent the right and left margins of the quotation $^3/_8$ inch from the body copy over which it appears.

1-36. The attribution is 9-point Helvetica, no italics unless a title is included, set flush right with the end of the quotation, 10-point line spacing, followed by 15 points of space. If the attribution consists of more than one line, each line appears flush right.

Special Segments

1-37. Center special segments inside $6^1/_4$-inch-wide 0.5-point ruled boxes as shown in Figure 1-9. Titles are 12-point Helvetica bold, centered, with 14-point line spacing, followed by 8 points of space. Body copy is 10-point Helvetica, no indent, 5-inch line length, 12-point line spacing, with 6 points of space between paragraphs.
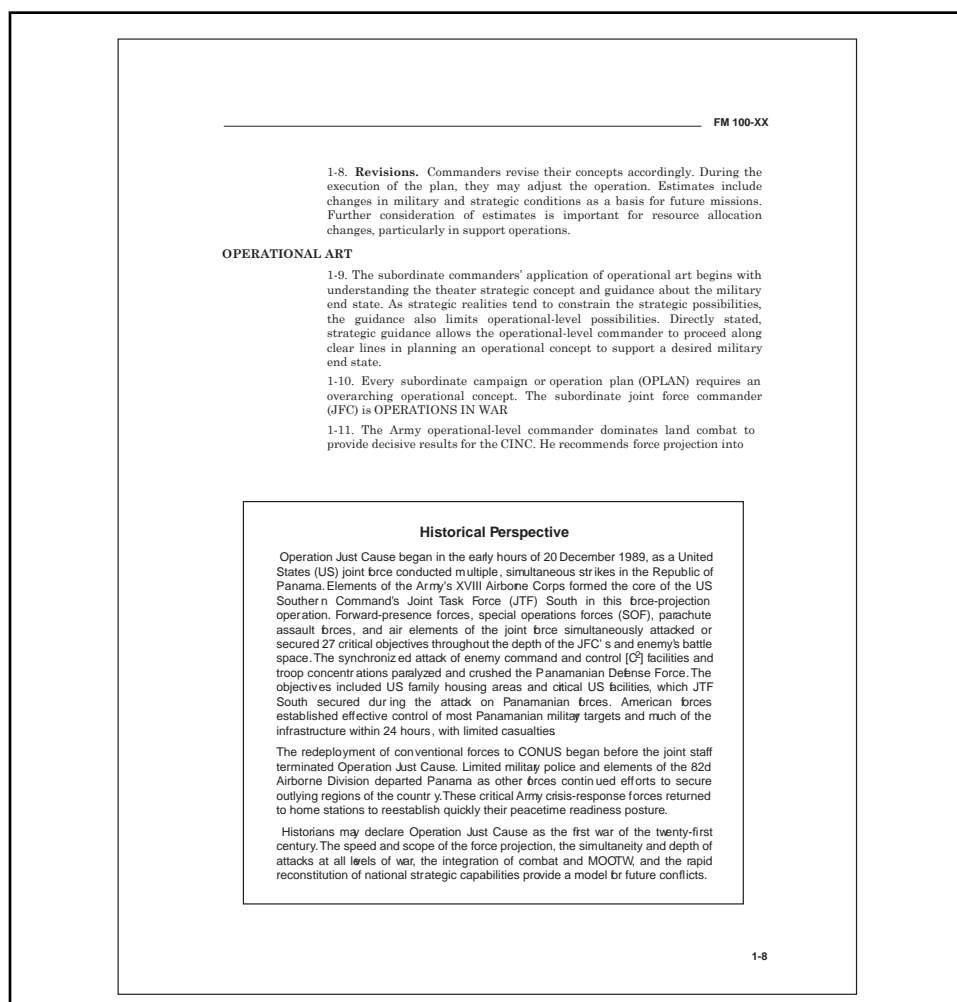

Figure 1-9. A Special Segment

Graphics and Captions

1-38. As illustrated in Figure 1-10, encase graphics in 1-point ruled boxes. Type within graphics should be Helvetica. Captions are 10-point Helvetica bold, initial caps, except for articles, prepositions, and conjunctions, with 12-point line spacing. Center the caption not more than $^1/_4$ inch below the box. Depending on what follows, add spacing specified in paragraph 1-33.

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theaters; links strategy and campaigns to major operations and tactics through battle dynamics (described later in this chapter); integrates assigned and support the CINC's vision for the campaign provides direction for the allocation of these limited resources. Most significantly, the Army operational-level commander recognizes that theater success requires more than the success of a single service component; it requires unified success of the joint team, as directed by the CINC.

FUNDAMENTALS OF MOOTW

1-12. Amy warfighting doctrine is based on well-established principles of war. MOOTW are based on similar principles that guide the force's actions. The principles of war apply for those actions that involve our forces in combat. For MOOTW that do not require direct combat, the principles are objective, unity of effort, legitimacy, perseverance, restraint, and security. FMs 100-5 and 100-23 describe these principles and their application. These principles are not immutable, but serve as guides for action. Commanders must balance these principles against the specific missions and nature of the operation.

1-13. In planning for military operations in peacetime and conflict, commanders must tailor a force that is suitable for the mission.

Achieving National Military Objectives

PROMOTE STABILITY
Through Regional Cooperation and Constructive Interaction

THWART AGGRESSION
Through Credible Deterrence and Robust Warfighting Capabilities

PEACETIME ENGAGEMENT

DETERRENCE AND CONFLICT PREVENTION

FIGHT AND WIN

Military-to-Military Contacts
Nation Assistance
Security Assistance
Humanitarian Operations
Counterdrug and Counterterrorism Operations
Peacekeeping

Nuclear Deterrence
Regional Alliances
Crisis Response
Arms Control
Confidence-Building Measures
Noncombatant Evacuation Operations
Sanctions Enforcement
Peace Enforcement

Have Clear Objectives
Use Decisive Force
Use Wartime Power Projection
Fight Multinational and Joint
Win the Information War
Counter Weapons of Mass Destruction
Focus on Two Major Regional Crises at Once
Win the Peace

Overseas Presence   **Power Projection**

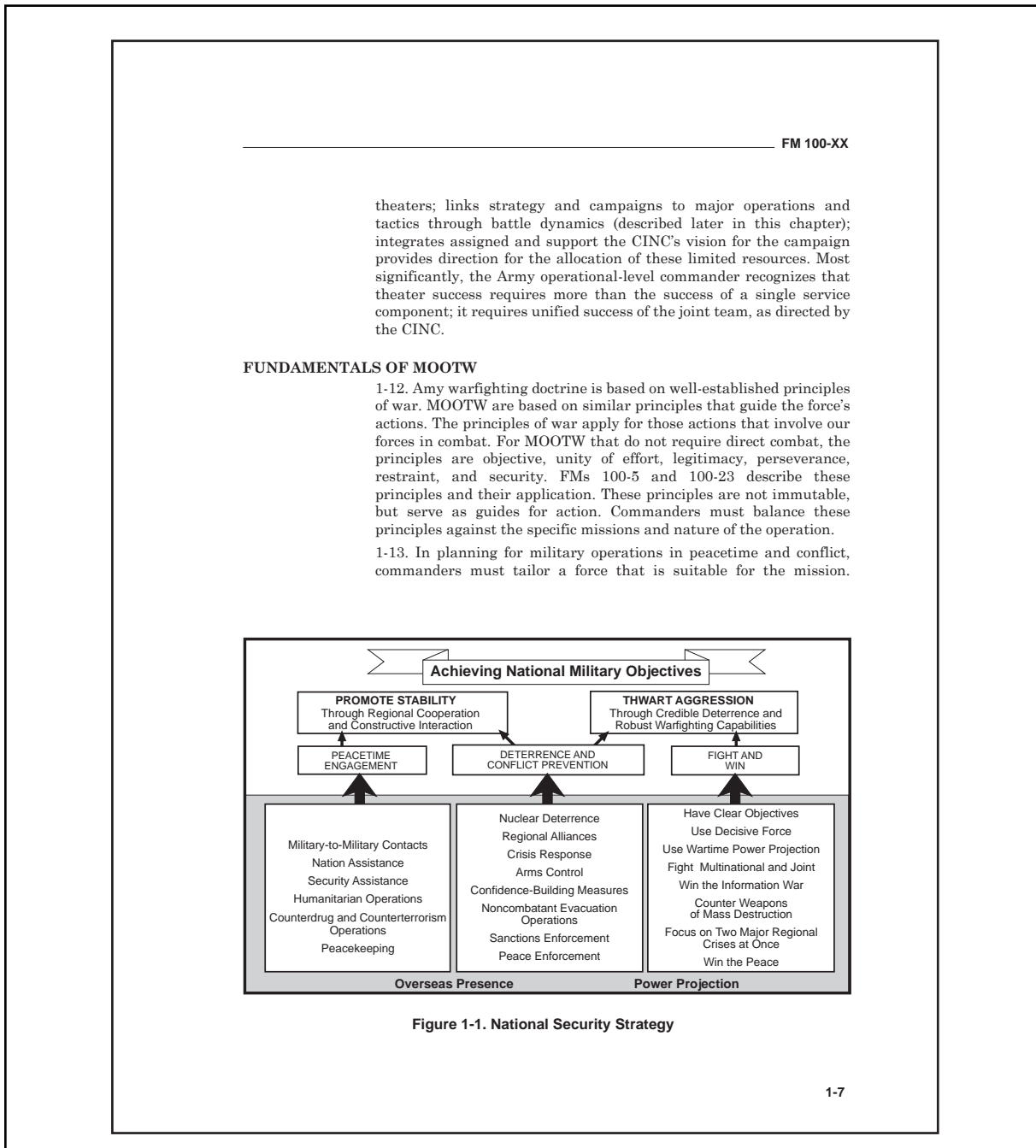**Figure 1-1. National Security Strategy**

1-7

Figure 1-10. A Graphic

Tables

1-39. As illustrated in Figure 1-11, center table captions above tables in 10-point Helvetica bold, initial caps—except for articles, prepositions, and conjunctions—with 12-point line spacing, followed by 12 points of space. Depending on what follows the table, add spacing specified in paragraph 1-33. Use a type size—8-, 9- or 10-point Helvetica—appropriate for the amount of text in a table.

Table 1-1. Strategic Regeneration Activities Areas[1]

Redeployment Assembly Area	Equipment Processing Area	Call Forward Area	Sterile Area	
Inventories PMCS Prewash TAT/NAP separation Expended supplies reordered	TI/STAMIS update Unit/DS maintenance Shortage annexes preparation Wash and clean[2] Accountability transfer TF separation Sustain stock transfer	Agriculture inspection Secondary loads LOGMARS/RF tags TF segregation Represervation activities	Final rinse	SHIPLOADING
Combat brigade	USAMC LSE/ USAMMA MLST Combat brigade CSG	MTMC, PSA, CSG, CTG, USAMC LSE/MLST	MTMC, PSA CTG	

[1] Regeneration, which is METT-T driven, may be depicted differently.

[2] Use approved cleaning solutions

Figure 1-11. A Table

Danger, Warning, and Caution Notices

1-40. Enclose danger, warning, and caution notices inside 4-inch-wide boxes that are centered beneath the body copy that precedes them. Titles are 12-point Helvetica bold, centered, with 14-point line spacing, followed by 4 points of space. Body copy for danger and warning notices is 10-point Helvetica bold, no indent, $3^1/_2$-inch line length, 12-point line spacing. Body copy for caution notices is 10-point Helvetica, no indent, $3^1/_2$-inch line length, 12-point line spacing. As shown in Figure 1-12, danger notices are color-reversed in black boxes. Warning notices are enclosed in 3.0-point ruled boxes; caution notices in 0.5-point rules boxes.

DANGER

Notice should alert users to the possibility of immediate death or permanent injury. Although damage to equipment may occur, the major concern is the probability of death or permanent injury if the warning is ignored.

WARNING

Notice should alert users to the possibility of immediate personal injury or damage to equipment.

CAUTION

Notice should alert users to the possibility of personal injury or damage to equipment that may result from long-term failure to follow correct procedures.

Figure 1-12. Danger, Warning, and Caution Notices

BACK MATTER

1-41. The back matter consists of the appendixes, glossary, bibliography, and index. Although these pages differ from the basic page layout, they use the same grid. Begin each start page 2 inches from the top of the page; include running heads and ruled lines on subsequent pages.

Appendixes

1-42. Whether appendixes consist of charts, tables, illustrations, excerpts, facsimiles, or other information, the appearance and placement of the appendix number, the title, and the running heads and page numbers should be consistent with those in the chapters. When appendixes consist of author-generated body copy, that copy should conform with the specifications in paragraphs 1-32 through 1-34

1-43. "Number" appendixes *Appendix A, Appendix B*, and so on. Include the applicable letter in the two-part paragraph and page numbers. When a book contains only one appendix, "number" it *Appendix A* and number paragraph and page numbers *A-1, A-2*, and so on. Set page numbers in 9-point Helvetica bold.

Glossary

1-44. Consolidate acronyms and terms in the glossary and list them alphabetically. The glossary may be listed in either of two ways: by including the acronym and the definition on the same line or identifying the acronym on one line and defining the term separately. See Figure 1-13. Other specifications follow:

- **Title.** 16-point Helvetica bold, centered, initial caps, 18-point line spacing, followed by 12 points of space.
- **Acronyms and terms.** 10-point Century Schoolbook bold, flush right on a $1^3/_4$-inch line length, 12-point line spacing, aligned with the first line of the definition.
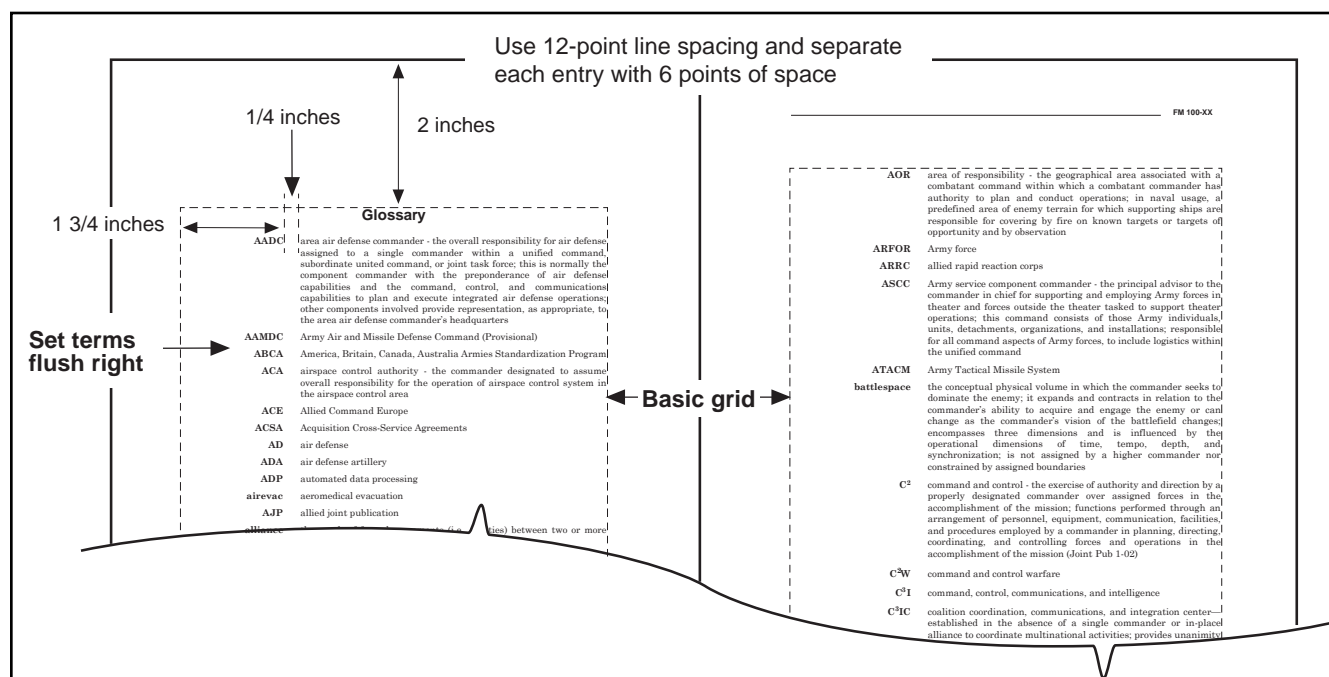

Figure 1-13. A Glossary Start Page and Continuation Page

- **Definitions.** 10-point Century Schoolbook, justified, $4^1/_4$-inch line length, 12-point line spacing, separated from the acronym/term by $^1/_4$ inch of white space. Follow each entry with 6 points of space.

- **Page numbers**. 9-point Helvetica bold. Number glossary pages *Glossary-1, Glossary-2*, and so on.

Bibliography

1-45. Consolidate bibliographical entries and list them alphabetically. However, rather than standard body copy format, use a hanging indent—see Figure 1-13—to make the listings easier to read. Specifications follow:

- **Title**. 16-point Helvetica bold, centered, initial caps, 18-point line spacing, followed by 12 points of space.

- **Entries.** 10-point Century Schoolbook, justified on a $5^1/_4$-inch line length, with a hanging indent on entries with more than one line, 12-point line spacing, followed by 6 points of space.

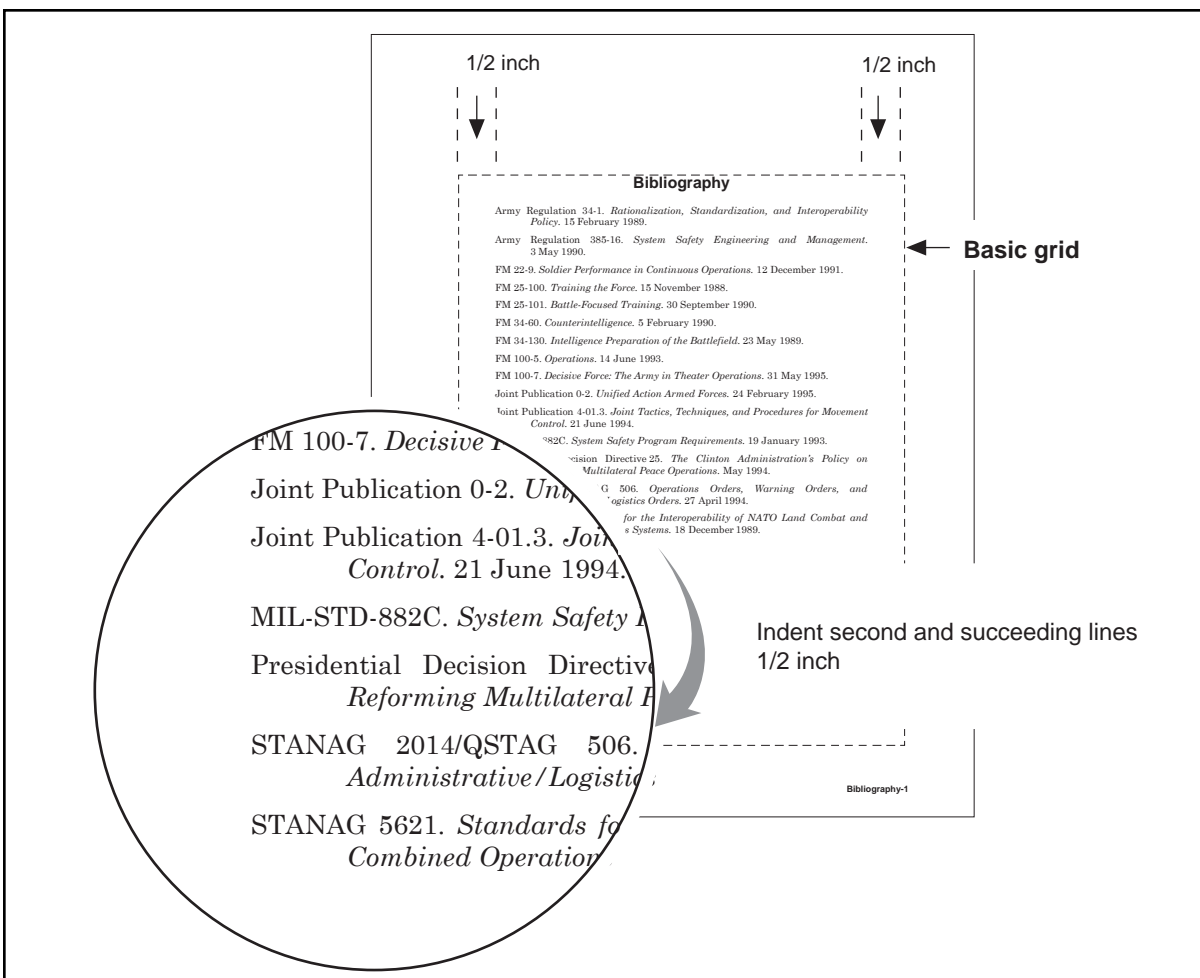- **Page numbers**. 9-point Helvetica bold. Number bibliography pages *Bibliography-1, Bibliography-2,* and so on.

Figure 1-14. The Bibliography

Index

1-46. The format for the index—see Figure 1-15—is three equal columns inside the basic grid, separated by $^1/_4$ inch of white space. Include a thin vertical line within the white space for further delineation between the columns. Other specifications follow:

- **Title.** 16-point Helvetica bold, centered, initial caps, 18-point line spacing, followed by 12 points of space.

- **Alphabetical Designations.** 10-point Helvetica bold, 12-point line spacing, followed by 4 points of space and centered over the entries.

- **Entries.** 9-point Helvetica, justified, 11-point line spacing, with a hanging indent on entries with more than one line. Follow each entry with 3 points of space.

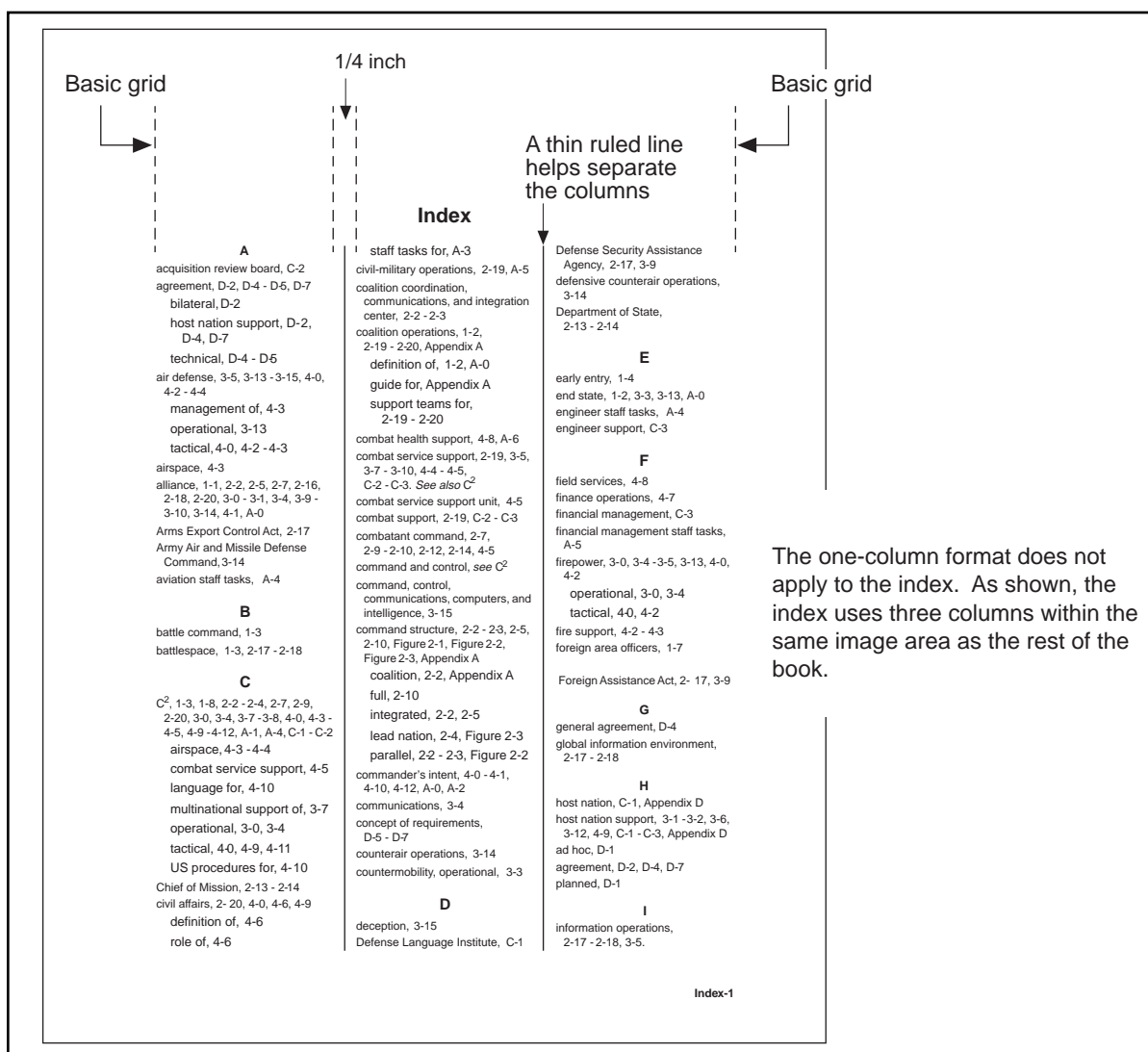- **Page Numbers.** 9-point Helvetica bold. Number index pages *Index-1, Index-2,* and so on.

Figure 1-15. The Index